



APPLICATION FOR INSTRUCTOR APPROVAL

State Form 43492 (R / 5-93)

This application and documentation are MANDATORY and must be submitted with ALL SCHOOL REQUESTS for instructor approval. Carefully complete the entire form and return to:

INDIANA REAL ESTATE COMMISSION
Indiana Government Center South
302 West Washington Street, Room E034
Indianapolis, Indiana 46204
Telephone: (317) 232-2980

FOR COMMISSION USE ONLY

Date (month, day, year)

☐ Approved
☐ Denied

☐ Temporary Approval

Reason(s) for denial

By Commissioner:

THIS FORM MUST BE TYPED OR PRINTED

1. Name (last) (first) (middle)			2. Mail to be addressed as: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	
3. Residence address (street or rural route)				
City		State		ZIP code
4. School requesting approval				
5. School address (street)				City
State	ZIP code	6. School telephone number		Residence telephone number
7. Employer / Firm name				
8. Employer address (street)				City
State	ZIP code	9. Date employment began (mo., day, yr.)		10. Title / position held
11. Citizenship <input type="checkbox"/> U.S.A. by birth <input type="checkbox"/> U.S.A. by naturalization <input type="checkbox"/> Non-citizen				
12. EDUCATION				
A. Secondary School				
Name and location				Year of graduation
Other				
B. Colleges and Universities (please provide a copy of your diploma)				
Name and Location		Dates attended	Major	Degree(s)
13. Experience in Real Estate industry				
14. Teaching experience				

15. PREVIOUS EMPLOYMENT FOR PAST TEN YEARS (if not listed in Real Estate or Teaching section)				
Position / Title	Name / Address of Employer	Dates of Employment		Full or Part-time
		From	To	

16. REFERENCES	
Please provide the names, addresses and telephone numbers of three persons associated with the Real Estate industry who can provide the Commission with information concerning you.	
Name / Address of Reference	Telephone Number

17. Awards or memberships related to the Real Estate industry

18. Have you ever been requested to appear in court or before a public official including the Indiana Real Estate Commission for misconduct in your professional work or have you ever been disciplined for ethical practices in the Real Estate industry?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, elaborate on a separate sheet.	

<p>PLEASE NOTE: INSTRUCTORS ARE NOT REQUIRED TO HOLD A VALID BROKER'S LICENSE. HE/SHE IS ONLY REQUIRED TO PROVIDE PROOF THAT HE/SHE HAS PASSED THE EXAMINATION.</p> <p>19. You must provide evidence of passing the Indiana Real Estate Broker's Examination (<i>copy of license, pocket card or examination passing notice is acceptable</i>).</p> <p>20. You must provide evidence of passing the Instructor Assessment Program examination. (<i>copy of IAP score card is acceptable</i>)</p> <p>ITEMS 19 and 20 must accompany this application.</p>

THE FOLLOWING SECTION APPLIES ONLY TO APPLICANTS REQUESTING INITIAL INSTRUCTOR APPROVAL. PLEASE DO NOT COMPLETE THIS SECTION IF YOU ARE CURRENTLY AN APPROVED INSTRUCTOR.	
Check basis upon which you are qualifying (<i>attach applicable college transcripts or diploma</i>) 876 IAC 2-3-3 Instructors' qualifications Authority: IC 25-34.1-2-5 Affected: IC 25-34.1-5 Sec. 3(a) Each instructor shall posses at least one (1) of the following minimum requirements: <div> <div><input type="checkbox"/></div> <div>1. A bachelor's degree with a major or minor in Real Estate from an accredited college or university.</div> </div> <div> <div><input type="checkbox"/></div> <div>2. A bachelor's degree from an accredited college or university and a minimum of two (2) years experience in Real Estate.</div> </div> <div> <div><input type="checkbox"/></div> <div>3. An Indiana Real Estate broker's license and has a minimum of five (5) years experience as a Real Estate broker in Real Estate practice as defined in 876 IAC 1-1-3(n) and (p).</div> </div> <div> <div><input type="checkbox"/></div> <div>4. A juris doctor or equivalent from an accredited law school and a minimum of two (2) years experience in the subject matter to be taught in the course.</div> </div> <div> <div><input type="checkbox"/></div> <div>5. Two (2) years experience as a qualified instructor or professor in the business, finance or economics department of an accredited college or university.</div> </div>	
Signature of applicant	Date signed (<i>month, day, year</i>)